ROUTING AND RECORD SHEET

SUBJECT: (Optional)				
	OIS Planning Program for FY 85			

STAT

FROM:	EXTENSION	NO.
DA Planning Officer 7D18 HQ		DATE

STAT

STAT

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. EXO/DDA	13 NOV 1984			OIS' FY 85 Planning Program is attached. The assumptions seem to be on track and the objectives look good. I've included a suggested memo approving the plan, if you agree.
2.				
3. ADDA	13 NOV 1984			STAT
4.				
5. DDA	13 NOV 1984			Attachment
6.				
7. DDA/MS/Steve				
8.				
9.				
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15.				

FORM 610 USE PREVIOUS EDITIONS
1-79

Registry
84-2409/6

12 October 1984

MEMORANDUM FOR: Acting Deputy Director for Administration

ATTENTION: STAT

DA Planning Officer

FROM: STAT

Deputy Director of Information Services

SUBJECT: Planning for FY 1985

REFERENCE: Your memorandum dated 14 August 1984 (DDA 84-2409)   STAT
                        same subject

1. In response to the referenced memorandum, the FY 1985 Five-Year Plan of the Office of Information Services (OIS) is attached for your review and approval. Revisions were made in furtherance of our support to the overall goals established by the Directorate for the current planning period.

2. The Chief of OIS Plans and Management Staff is our focal point for coordinating the plan and for the upcoming quarterly review sessions. _____ can be reached on extension _____ (green).

STAT

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Attachment:
  As Stated

OFFICE OF INFORMATION SERVICES

FY 1985 FIVE-YEAR PLAN

INTRODUCTION

This five-year plan of the Office of Information Services covers the period FY 1985 through FY 1989. The assumptions and objectives are based on those set forth for the entire Directorate of Administration.

ASSUMPTIONS

1. The need to manage the development and use of electronic information handling systems will continue to grow in the foreseeable future. Their effective use will be achieved mainly through training and the proper utilization of current personnel resources since few additional careerists will be available throughout the five-year period.

2. The move of components to the new Headquarters Building will involve the restructuring of traditional registry services, the centralization of many registry-type activities, and the retraining of registry personnel. The move will provide opportunities to improve management support to Agency components and the control of sensitive information.

3. There likely will be an immediate surge in the number of FOIA requests from the public expecting the Agency's response to be more timely under the CIA Information Act. There will be an eventual reduction in the backlog of FOIA cases in the Agency. The Agency will continue to be subject to the provisions of the Privacy Act and the mandatory review provisions of Executive Order 12356.

4. The establishment of historical review in the Agency, as fostered by the CIA Information Act, will become a permanent CIA program.

5. The need for a highly professional classification review capability within the Agency will grow with the expected increase in requests from the public for information. This capability will support a new historical review program, the systematic review programs of other Government agencies, and a variety of security reviews of material when Agency equities are involved.

6. There will be an increase in the number of regulatory issuances submitted for processing. There will be a need to further automate the regulations process in order to communicate electronically with the many Agency components that are an integral part of the regulatory system.

7. There will be increased recognition of the need for emergency planning that includes the proper protection of records vital to the continued operation of the Agency.

8. There will be an increasing need to achieve efficiency and cost effectiveness in our information management and related programs.

9. There will be increasing use of office automation and data processing systems.

10. We will continue to be located in the Ames Building during the next two years. Planning for the move to the new Headquarters Building will mainly involve developing the Information Services Center concept and identifying the resources needed to operate a center.

GOALS

1. Continue to develop the MI Career Sub-Group so its members are provided better opportunities to develop and attain their full professional potential.

2. Provide career development incentives through an effective personnel management program that encourages training and provides meaningful assignments, improved communication among careerists, and an equitable promotion policy.

3. Give total support to the pursuit of excellence throughout the Agency. As part of the related Directorate goal, instill in our employees a renewed sense of dedication to principle and high standards of personal integrity and security.

4. Emphasize the reduction of waste, institution of cost-saving measures, and the full utilization of existing resources.

5. Continue to develop long-range plans to enhance the management and control of information through advanced techniques.

6. Make optimum use of up-to-date office automation and data processing equipment and systems for the control, storage, protection, and retrieval of information, including archival information and vital records.

7. Continue to develop the Agency Information Management Program which provides for controls over the creation, maintenance, use, and disposition of all Agency information; develops and encourages the application of standards, procedures, and techniques designed to improve information management; ensures the maintenance and security of information of permanent value; and facilitates the segregation and disposal of information of temporary value.

8. Seek ways to improve the efficiency and responsiveness with which we process all requests submitted to the Agency under the Freedom of Information and Privacy Acts and the mandatory review provisions of Executive Order 12356.

9. Continue to improve the efficiency with which we conduct the classification review of permanent record material over which the Agency has classification jurisdiction, including material held in the files of other U. S. Government agencies.

10. Continue to improve the efficiency with which we manage the Agency's regulatory system, which includes the processing, coordination, publication, and distribution of all headquarters and field regulations, handbooks, notices, and employee bulletins.

11. Provide an office environment conducive to employee productivity and high morale and enhancing to the safety and security of the workplace.

OBJECTIVES

1. Institute an effective career development program that includes appropriate training, meaningful assignments, and certification of MI Sub-Group careerists as information management officers prior to their assignment to the components.

2. Provide for the effective management of the Agency's information resources through the Information Management Program.

3. Provide timely, consistent responses to requests for release of Agency information as required by statute or Executive order.

4. Manage the Agency regulatory system in accordance with statutes, Executive Orders, and Agency policy.

5. Manage an effective classification review program consistent with statutes, Executive Orders, and Agency regulations.

OBJECTIVE 1

Institute an effective career development program that includes appropriate training, meaningful assignments, and certification of MI Sub-Group careerists as information management officers prior to their assignment to the components.

Milestones

1. Develop employee skills and professionalism through internal and external training, including professional conferences, symposia, trade fairs, and demonstrations.

2. Develop and implement certification of MI Sub-Group careerists prior to assignment to the components as information management officers through preparatory assignments and training.

OBJECTIVE 2

Provide for the effective management of the Agency's information resources through the Information Management Program.

Milestones

1. Establish a full-service Information Services Center in the Ames Building and refine the requirements for ISCs in the new Headquarters Building.

2. Bring TRIS to initial operational capability and begin a training program for users.

3. Complete the search for unaccounted for Top Secret collateral documents in the DI and DO.

4. Initiate disposition of Agency component records in accordance with updated records control schedules as approved by NARS and the SSCI.

5. Train two employees in archival techniques and implement an archival program at the AARC.

6. Update the Agency's National Security Classification Guide.

7. Update the vital records schedules of the DS&T and the DCI Area.

8. Complete the disposition schedules of ADP records in the DA through training component RMOs and assisting them with schedule preparation.

9. Conduct four information management audits within the Agency and train two additional employees in audit techniques.

10. Analyze and test a sampling of the permanent records at the AARC to determine their physical condition.

OBJECTIVE 3

Provide timely, consistent responses to requests for release of Agency information as required by statute or Executive Order.

Milestones

1. Reduce the current case backlog.

2. In response to the FOIA relief legislation, develop an Agency-wide FOIA action plan, monitor Agency performance in responding to FOIA requests, and report to Congress as appropriate.

3. Streamline the workflow of IPD to reduce response time.

OBJECTIVE 4

Manage the Agency regulatory system in accordance with statutes, Executive Orders, and Agency policy.

Milestones

1. Complete the revision of all headquarters and field regulations issued in 1980 and before.

2. Maintain the regulatory system so that no headquarters or field regulation is older than three years.

3. Continue to automate the regulatory process through use of ADP equipment to communicate with a larger number of initiators and coordinators. Train RPD personnel on the Wang Alliance System.

4. Continue to reconcile the numbering sequence of Agency notices and handbooks with those of the headquarters and field regulations.

OBJECTIVE 5

Manage an effective classification review program consistent with statutes, Executive Orders, and Agency regulations.

Milestones

1. Prepare a detailed plan for a selective historical review program.

2. Further develop the proposal for centralized classification review.

3. Expand the RIMS data base and test the system in actual cases. Add guidelines as a reference tool in making classification decisions.

4. Update guidelines for reviewing Summaries of Agency Employment and contribute to updating HN [   ]   STAT